

DEAR GRANTEE:

This letter provides information and instructions to apply for the continuation of **Substance Abuse & Mental Health Services Administration (SAMHSA)** grant support.

As of FY 2013, all SAMHSA continuation discretionary grant applications must be submitted electronically through Grants.gov except for those circumstances under which a waiver was granted. A grantee's request to waive the requirement will be considered on a case by case basis. The Director, Division of Grants Management will consider the request from grantees for a one-time waiver of their continuation application. Grantees who need to submit continuations may request a waiver from electronic submission if they do not have the technological means to submit via Grants.gov. Technologically not possible means that the grantee is unable to access the Internet.

In this case, the grantee must submit a written justification as soon as possible, but no later than 15 days prior to the due date to the assigned Grants Management Specialist on the Notice of Award (NoA). Grantees must provide details as to why they are not able to submit electronically through the Grants.gov portal. Grantees must include in their request the grant number, program title, grantee organization name, name and signature of the authorized representative, address, and telephone number. If approved for a waiver, the grantee must still submit the application by the deadline. A copy of the approved waiver request must be submitted along with the application to the assigned Grants Management Specialist.

A Continuation NoA is always subject to the availability of funds. Continuation applications are being requested prior to the appropriation for FY 2013 for SAMHSA's programs. All grantees are reminded that we cannot guarantee that sufficient funds will be appropriated to permit SAMHSA to fund or fully fund continuation applications.

CONTINUATION APPLICATION PROCESS:

The Continuation Process is streamlined which will modify the types of documentation required for submission with your application. Please prepare your application carefully in accordance with the Supplementary Instructions. Instructions can be found at:

http://www.samhsa.gov/Grants/downloads/Supplement_Instructions.pdf. You need to complete and submit the following application package:

1. Application for Federal Assistance (Face Page) SF-424 - Authorized Representative's signature indicates concurrence/compliance with Assurances for Non-Construction Programs and Certification pages. Include your grant number (SP#, SM#, TI#) as reflected on your last NoA.
2. Budget Information-Non-Construction Programs SF-424A - (add total amount for each budgeted cost category)
3. In addition, either submit an attestation from the Authorized Representative on your organization's letterhead, signed and dated, which states that the detailed budget and narrative justification for the current budget period will not change more than 25% in the total budget planned for next year; or only submit a new detailed budget and narrative justification including supporting documentation for the changes that exceed 25% from the current budget period. Grantee should identify any other Federal and Non-Federal dollars separately by funding source and dollar amount(s).

THE ATTESTATION LETTER DOES NOT APPLY TO GRANTEES ON HIGH RISK STATUS. THOSE GRANTEES MUST SUBMIT A DETAILED BUDGET AND NARRATIVE JUSTIFICATION.

4. Checklist
5. Project/Performance Site Location(s) (OMB Number: 4040-0010)
6. Disclosure of Lobbying Activities, if applicable (OMB Number: 0348-0046)
7. Key staff changes must be requested in advance and approved by the Grants Management Officer as stated in the terms and conditions of award. Justify the change and submit the biographical sketch of the individual proposed, other sources of support (if applicable), and any budget changes resulting from the proposed change.
8. The Project/Program Narrative outlining any changes, progress and accomplishments resulting from the past year of support and progress or milestones anticipated with the new funding request must follow the Supplementary Instructions*.

PLEASE DO NOT E-MAIL applications directly to your Grants Management Specialist

ELECTRONIC SUBMISSION THROUGH GRANTS.GOV:

1. If this is your first time submitting an application through Grants.gov, register at <http://grants.gov>, then select "Apply for Grants" then "Get Registered".

There is a new System for Award Management (SAM) which is a federal government owned and operated free website that replaces capabilities of the former Central Contractor Registry (CCR) system, as well as the Excluded Parties List System (EPLS). Future phases of SAM will add capabilities of other systems used in federal awards processes.

SAM information must be updated at least every 12 months to remain active (for both grantees and sub-recipients). Once your organization updates your record in SAM, it will take 48 to 72 hours to complete the validation processes. **Grants.gov will reject electronic submissions from applicants with expired SAM registrations (Entity registration).** If you do not have an active SAM registration prior to submitting your application, it will be screened out and returned to you without review. To create a user account, Register/Update entity and/or Search Records from CCR, go to <https://www.sam.gov>.

You will find a ***Quick Start Guide for Entities Interested in Being Eligible for Grants through SAM*** at https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf

2. Download the application package and instructions by selecting "Apply for Grants" through <http://grants.gov>. You can search for the downloadable application package by the Catalogue of Federal Domestic Assistance (CFDA) number which can be found in the Request for Application (RFA) or by the Funding Opportunity Number. The Funding Opportunity Number is **SAMHSACONT13-02** for all applications, which are due **January 11, 2013.**

Complete the packet, upload it, and then submit the application package through the Grants.gov site. **It is strongly recommended that you submit your grant application using Microsoft Office products (e.g., Microsoft Word, Microsoft Excel, etc.).** If you do not have access to Microsoft Office products, you may submit a PDF file. Directions for creating PDF files can be found on the Grants.gov website. Use of file formats other than Microsoft Office of PDF may result in your file being unreadable by SAMHSA staff. Please keep the Project Narrative as a separate document, and consolidate all other materials in your application to ensure the least possible number of attachments.

Grantees are encouraged to submit applications early enough to resolve any unanticipated difficulties. After you electronically submit your application, Grants.gov will send email messages to advise you of the progress of your application through the system. **Over the next two business days, you should receive two emails.** The first will confirm receipt of your

**Specific programmatic instructions may be provided by the project officer.*

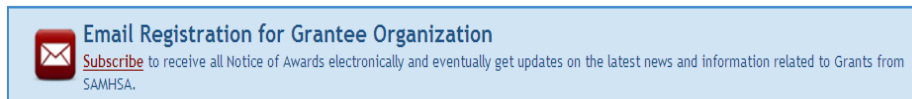
application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to SAMHSA or has been rejected due to errors. If you do not receive a receipt AND a validation confirmation or a rejection email message within two business days, please contact Grants.gov help desk. A Grants.gov tracking number will be provided at the bottom of the screen, as well as the official date and time of the submission after you receive the second email. Retain this number since receipt of the tracking number is the only indication that Grants.gov has successfully received and validated your application. If you do not receive the tracking number, contact the Grants.gov help desk for assistance. A signed face page to SAMHSA is not required.

If you need further assistance, you may wish to use the following sources for help:

- By Email: support@Grants.gov
- By phone: 1-800-518-4726 (1-800-518-GRAN). The Contact Center is open from 7:00 a.m. to 9:00 p.m. Eastern Standard Time, Monday through Friday-closed all Federal Holidays.

You must first subscribe your grantee organization email address at <http://www.samhsa.gov/Grants/management.aspx> in order to receive your NoA electronically.

Grants Management:



► **APPLICATION DUE DATE**

On or before **January 11, 2013** – Receipt date of Applications **(all programs)**

If you have any SAMHSA staff questions related to the administration of this grant, please contact your Grants Management Specialist or for programmatic questions, contact your Program Official as indicated on your most recent NoA.

Sincerely,

Kathleen Sample
Grants Management Officer
Division of Grants Management, OFR